

**MILITARY DEPARTMENT
JOB OPPORTUNITY
BUILDING SUPERINTENDENT 2**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: Air National Guard, East Granby

Job Posting No: 8553

Hours: Monday through Friday, 7:30 A.M. to 4:00 P.M.

Salary: \$53,748.00 to \$68,827.00 Annually

Closing Date: August 31, 2014

Eligibility Requirement: Candidates must have applied for and passed the Building Superintendent 2 exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy. The candidate chosen for this position will be responsible for scheduling, assigning, overseeing and reviewing the work of staff; provide staff training and assistance; conduct performance evaluations; establish and maintain building maintenance procedures; acts as liaison with individuals both inside and outside the agency who might impact agency activities; prepares reports and correspondence; conducts regular inspections to insure compliance with standards; inspects property for defective lighting, plumbing, heating and ventilating; maintain inventory of equipment and requisitions replacements and supplies; maintenance equipment and supplies; investigates reports of willful or malicious damage to State property; reviews work completed by contract employees; prepares bids specifications and cost estimates; responds to emergencies on a 24-hour statewide basis and perform related duties as required.

Knowledge, Skills and Abilities: Considerable knowledge of building custodial care, minor maintenance and operations; considerable knowledge of relevant State and Federal laws, statutes and regulations; considerable interpersonal skills; considerable oral and written communication skills; ability to inspect and diagnose repair and improvement needs and to recommend and follow through on solutions; ability to handle problems; ability to utilize computer software; supervisory ability.

General Experience: Five (5) years of experience in building management or the operation or maintenance of buildings. **(Note)** Experience performing technical duties within the maintenance trade area of a military base, may be substituted for the General Experience on a year for year basis.

Special Experience: Three (3) years of the General Experience must have been in a supervisory capacity in the maintenance of buildings. Candidates must be able to obtain and retain a military security clearance.

Special Requirement: Incumbents in this class may be required to possess an appropriate licenses, permit and or certifications.

Physical Requirements:

1. Incumbents must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties.
2. A physical examination may be required.

Working Conditions: Incumbents in this class may be required to lift objects and be exposed to some risk of injury from equipment.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and a State application (CT-HR-12) available at www.das.state.ct.us for Employment to:

**MILITARY DEPARTMENT
HARTFORD ARMORY
360 BROAD STREET
HARTFORD, CT 06105
HUMAN RESOURCES, ROOM # 141
FAX NUMBER 860.548.3218
AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.